

NOTICE

There is a job opening with the **BAY COUNTY DIVISION ON AGING**.

JOB TITLE: **KITCHEN AIDE II**

RATE OF PAY: **\$9.39 per hour entry, progressing to
\$10.83 per hour after 6 years (TS02)**

*Up to 25 hours per week (subject to change), limited benefits

This part-time position with limited benefits is included in the USW Part-time County unit, although membership in the union is voluntary.

GENERAL SUMMARY:

Under the direct supervision of the Nutrition Services Manager, completes dishwashing of pots and pans and other assigned cleaning duties at the central kitchen, dining centers and other cooking locations throughout Bay County.

TYPICAL DUTIES:

1. Dishwashing of pots and pans in three tub sink. Assures proper cleaning of all pots, pans, and utensils. Follows all food service rules and regulations regarding the handling of food, cooking equipment and utensils, in accord with the Michigan Public Health Code.
2. Sweeping and mopping of all floors in assigned locations.
3. Cleaning of refrigerators, freezers, walk-in coolers, shelves, cupboards, ovens, storage rooms, as assigned.
4. Sweeping and cleaning of shipping/receiving entrance.
5. Taking out of all trash and boxes.
6. Assisting with special events and evening meals at various locations throughout Bay County.
7. Custodial duties in absence of regularly assigned staff person.
8. In times of a public health emergency, may be required to report for specialized assigned duties inside or outside of Bay County. Perform emergency response roles, as required.
9. All other duties as assigned.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Must have the ability to work cooperatively as part of the kitchen staff. Must be able to maintain neat and orderly kitchen and work area and lift and transfer up to 30 pounds. Applicants may be required to take written and/or other examinations.

Physical: This position requires sitting, being mobile, bending and/or standing for significant periods of time.

Application Process: Apply online at www.baycounty-mi.gov or in person/via US Mail to the Bay County Personnel Department, 515 Center Avenue, Suite 301, Bay City, MI 48708 no later than **4:00 p.m. Monday, June 29, 2015.**

AN EQUAL OPPORTUNITY EMPLOYER

"Bay County is an equal opportunity employer. It is the policy of Bay County and its departments to pursue equal employment opportunity regardless of height, weight, political or religious affiliations, race, color, sex, disability, familial status, sexual orientation, gender identity, national origin, or other protected classification set forth by law in our relationship with applicants for employment, employees of the department, and the public."